



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 6-6-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 3		Date Received JUN 12 1974	Application No. 74-182
3. AGENCY, Division, Subdivision & Administering Office Address Department of Veterans Service (Education Division) 1 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Harry B. Brown, Jr.	
		5. Working Title RMO	6. Tel. No. 656-2332

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
Earliest to Date

9. Exact Series Title
VA Reimbursement Contract File

10. What is the function of the office in which this record series is created?

The mission of the Department of Veterans Service is to serve the veterans of Georgia, their dependents and survivors in all matters pertaining to veterans affairs by informing the veteran population and their families about all veterans benefits, and by directly assisting and advising veterans and their families in securing the benefits to which they are entitled.

As State Approving Agency under a reimbursement contract with the Veterans Administration this department approves and supervises all institutions and establishments in Georgia which offer education and training under the provisions of Chapters 34, 35 and 36, Title 38, U.S. Code.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to contractual agreements for Federal support of Veterans Education and Training Programs. These files include the contract, preparation data, VA monthly reports, resume of visit reports, and copies of expense statements. These files are arranged by year, thereunder by month.

Sample attached.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	1	1.5		3	5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				1.5 sq. ft.			
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCE	2	2	2	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES

13. Is this the Record Copy of the series? ☒ [X] []
- Contract administered in this office.**
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] []
- Information could be obtained from VA files.**
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [X] []
VA Reimbursement Contract required individual files to be maintained for specific periods.
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. **REQUIREMENTS.** The following requires the files to be kept See Item 25 years:

- a. ☒ [X] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated 78-413

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☒ [X] FISCAL YEAR - ☐ [] OTHER _____, then:

- ☒ [X] Hold in the current files area _____ month(s)/ 5 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☒ [X] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Cut off files at end of fiscal year; hold in current files area 5 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	6-6-74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	6-6-74
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	6-26-74
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	6-26-74
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	6-28-74

STATE RECORDS
COMMITTEE